

COMMUNITY ASSISTANCE MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Community Assistance Manager exists is to plan, administer and coordinate applications, budgeting, expenditure and monitoring for the Community Development Block Grant program, Section 8 Housing programs, Family Self Sufficiency program and the HOME Investment Partnership in the Community Services Department. This classification is a supervisory position. Work is performed under general supervision by the Human Services Director.

ESSENTIAL FUNCTIONS

Plans, administers and coordinates the Community Block Grant program for the City.

Manages and directs a staff involved in contract management, grant administration, rental assistance and family self-sufficiency.

Supports employee involvement in decision making to assist them in meeting individual goals and promotes positive employee attitudes.

Listens, communicates, and manages organizational changes.

Selects, trains, motivates and evaluates staff; works with staff to correct deficiencies; implements necessary disciplinary procedures.

Designs, oversees and monitors the implementation of housing assistance and program development procedures to ensure compliance with federal, City and department goals.

Assumes ownership of a variety of key projects dealing with citizens and employees.

Initiates program applications for financial assistance and oversees the negotiations with funding sources.

Prepares and makes presentations relating to the City's CDBG program to the City Council and community groups. Makes quality oral and written presentations of administrative issues and recommendations.

A team player who works effectively with City staff and citizens; creative thinker who is driven by opportunities to continually improve.

Coordinates with various City departments the timely completion of CDBG and HOME funded projects.

Coordinates HUD monitoring; visits and responds to findings as identified by HUD.

Coordinates relocation of residents and businesses with property acquisition and management activities in neighborhood development projects.

Perceives and interprets customer needs and translates them into effective solutions and operational policy.

Interprets City/Federal rules and regulations, making rational decisions in accordance with established policy.

Establishes and maintains effective working relationships with City officials, co-workers, especially in the Citizen and Neighborhood Resources Department, other professionals and the general public.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of grant and public administration; must have knowledge of pertinent federal, state, and local laws, codes and regulations governing programs supervised; principles and practices of Section 8 housing and CDBG program development and administration.

The research methods, statistics and finance used in governmental grant programs.

Ability to:

Operate a variety of standard office equipment, including a personal computer and related Microsoft software.

Maintain regular consistent attendance and punctuality.

Communicate knowledge to people in other departments who utilize federal funds to accomplish adopted City goals.

Select, supervise, train and evaluate assigned staff.

Prepare and administer related budgets.

Establishes and maintains effective working relationships with City officials, co-workers, other professionals and the public.

Effectively operate a personal computer, a variety of computer software programs, and other office equipment essential to performing daily activities.

Personify and promote shared responsibility, teamwork, and continuous improvement.

Education & Experience

Requires a bachelor's degree in business, public administration, planning or related field and a minimum of four years related experience in social, community services or subsidized housing agencies.

FLSA Status: Exempt

HR Ordinance Status: Unclassified